



## **Privacy Notice for emergency contacts (How we use your information for emergency contacts)**

**The categories of information that we collect, hold and share include:**

- Personal information (such as name, contact number and relation to the student)
- We may already hold your contact details and address if you are a parent/carer of a child registered at the school.

### **Why we collect and use this information**

We use this data:

- As an emergency contact point in the event of any serious incident involving the student when parent/carers are not contactable.

### **The lawful basis on which we use this information**

We collect and use pupil information under the vital interest of the student and is considered necessary to protect the life of the student.

### **Collecting information**

The information provided to us is on a voluntary basis.

### **Storing, deletion and destruction of the data**

Students' personal data is retained in line with the Records Management Policy. We hold this data in paper and electronic formats.

Student data is retained throughout the time the student is registered with a Trust school. Should a transfer request to another education establishment be received, the student paper file will be forwarded to the new school, but electronic data will be retained as below.

When a student leaves the trust, whether at the end of Year 11, 13 or transferred to another school the data will be retained until the September following the students 25<sup>th</sup> Birthday. (For example the data would be destroyed in September 2025 for a student born on 1 January 2000). The paper file where retained is removed to confidential waste and the electronic data is erased at the same time.

### **Who we share information with**

We do not share your information with any external organisation. The information is solely used by staff employed by the Trust for emergency contact purposes only. However this may be shared in the following circumstance:

- schools that the student attends after leaving us

## Why we share information

**We do not share information with anyone without consent unless the law and our policies allow us to do so.**

### Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

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